



## Personnel Action Request (PAR)

Employee Information			
Employee Name (First and Last)	Employee ID#	Division	Effective Date
Travis Wootton	70014724556	SMRD	12-1-18
Job Posting Number (if applicable)	MVR Required (new hires)	Last Day Worked (HR)	Lump Sum (HR)
	<input type="checkbox"/> Yes <input type="checkbox"/> No	11-26-18	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>453.5</u> Hours
Type of Request			
<input type="checkbox"/> New Hire/Rehire <input type="checkbox"/> Transfer from agency # _____ <input type="checkbox"/> RTW Retiree <input type="checkbox"/> Promotion <input type="checkbox"/> Career Ladder <input type="checkbox"/> Competitive <input type="checkbox"/> Demotion <input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary <input type="checkbox"/> Lateral Move <input type="checkbox"/> Management Directed Transfer	<input type="checkbox"/> Merit <input type="checkbox"/> Regular <input type="checkbox"/> One-time <input type="checkbox"/> Equity Adjustment <input type="checkbox"/> Position change <input type="checkbox"/> New <input type="checkbox"/> Inactivate <input type="checkbox"/> Reclass <input type="checkbox"/> Data change (reports to, position #, department, location) <input type="checkbox"/> Temporary Assignment <input type="checkbox"/> On <input type="checkbox"/> Off <input type="checkbox"/> Other: _____	<input type="checkbox"/> Employment Status <input type="checkbox"/> Full-time to Part-time <input type="checkbox"/> Part-time to Full-time <input type="checkbox"/> Leave of Absence <input type="checkbox"/> Begin <input type="checkbox"/> End <input checked="" type="checkbox"/> Separation (HR) <input type="checkbox"/> Voluntary <input checked="" type="checkbox"/> Involuntary <input checked="" type="checkbox"/> Retirement <input type="checkbox"/> Agency Transfer #:	
Data to be Changed			
Field	Current	New	
Position Number	00023358	000	
Job Code	1620		
Department Number	12921		
Location Code	22700		
State Title	Director I		
Salary Group	B26		
Monthly Salary	\$8,534.25		
Increase Amount / % Increase	N/A	/ %	
One-Time Merit Amount	N/A		
Hours Per Week / FTE	40.00 / 1	/	
Employment Type	<input checked="" type="checkbox"/> Regular <input type="checkbox"/> Temporary	<input type="checkbox"/> Regular <input type="checkbox"/> Temporary	
FLSA Status	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
Reports to Name	Denny Kingsley		
Reports to Position Number	00020835	000	
Work Schedule (hours per day)	M    T    W    TH    F	M    T    W    TH    F	
PCA #/Fund and %			
Approvals			
Printed Name of Manager	Manager Signature	Date	
Printed Name of Division Director	Division Director Signature	Date	
Printed Name of Budget Office	Budget Office Signature	Date	
Printed Name of HR Director Robbi Craig	HR Director Signature <i>Robbi Craig</i>	Date 11-29-18	
Printed Name of Executive Director (if required)	Executive Director Signature (if required)	Date	
Comments: Used Comp time and Annual Leave from 11/27-11/30. Pay lump sum of annual leave. Retiring effective 12-1-18.			

CHRISTI CRADDICK, CHAIRMAN  
RYAN SITTON, COMMISSIONER  
WAYNE CHRISTIAN, COMMISSIONER



## RAILROAD COMMISSION OF TEXAS

DATE: November 28, 2018  
TO: Wei Wang  
FROM: Travis Wootton  
RE: Resignation of Employment

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Effective immediately I am resigning my position, in lieu of termination, with the Railroad Commission of Texas.

I choose to use 32 hours of Annual Leave time from Tuesday, November 27th to Friday, November 30th. The effective date of my separation from the Railroad Commission of Texas is December 1, 2018.

  
Travis Wootton

11/28/18  
Date

## **Robbi Craig**

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**From:** Robbi Craig  
**Sent:** Wednesday, November 28, 2018 3:01 PM  
**To:** 'Travis Wootton'  
**Subject:** RE: Retirement Date  
**Attachments:** Regination in Lieu-Travis Wootton Revised 11-28-2018.docx

Thank you, Travis. Attached is a revised letter indicating that your annual leave will be run through the end of this month.

If you can sign and return it, great. If not, I'll simply attach this email chain.

If you have any questions, please let me know.

Best Regards,  
Robbi

**From:** Travis Wootton <[REDACTED]>  
**Sent:** Wednesday, November 28, 2018 2:24 PM  
**To:** Robbi Craig <Robbi.Craig@rrc.texas.gov>  
**Subject:** Retirement Date

Robbi,

Thank you for taking time to speak with me this morning. As we discussed, I have met with ERS and have elected to retire on November 30, 2018, instead of using annual leave through December. You indicated that you would correct my resignation letter and send me a copy by email. Please let me know if there is any further action needed by me to effect payment of my unused annual leave. Thanks again and feel free to contact me if you have any questions.

Travis Wootton  
[REDACTED]

CHRISTI CRADDICK, CHAIRMAN  
RYAN SITTON, COMMISSIONER  
WAYNE CHRISTIAN, COMMISSIONER



## RAILROAD COMMISSION OF TEXAS

DATE: November 28, 2018  
TO: Wei Wang  
FROM: Travis Wootton  
RE: Resignation of Employment

---

Effective immediately I am resigning my position, in lieu of termination, with the Railroad Commission of Texas.

I choose to use 32 hours of Annual Leave time from Tuesday, November 27th to Friday, November 30th. The effective date of my separation from the Railroad Commission of Texas is December 1, 2018.

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Travis Wootton

---

Date

CHRISTI CRADDICK, *CHAIRMAN*  
RYAN SITTON, *COMMISSIONER*  
WAYNE CHRISTIAN, *COMMISSIONER*



ALEXANDER C. SCHOCH, *GENERAL COUNSEL*  
*GENERAL LAW SECTION*

## RAILROAD COMMISSION OF TEXAS OFFICE OF GENERAL COUNSEL

November 26, 2018

This **SEPARATION AGREEMENT AND RELEASE** (this "Agreement") is made and entered into as of the 26<sup>th</sup> day of November, 2018 by and between Travis Wootton ("Employee") and the Railroad Commission of Texas ("Employer").

### WITNESSETH:

WHEREAS, Employer is an agency of the State of Texas; and

WHEREAS, Employee has been in the employ of Employer in the position of Assistant Director of Surface Mining; and

WHEREAS, Employee has agreed to resign in lieu of termination and Employer has agreed to accept Employee's resignation and terminate the employment relationship subject to the terms and conditions herein; and

WHEREAS, Employee hereby resigns his position as Assistant Director of Surface Mining; and

WHEREAS, Employer and Employee desire to settle fully and finally any and all differences between them, including by way of example and not limitation, any differences arising out of Employee's employment with Employer, and the separation therefrom.

NOW, THEREFORE, for and in consideration of the foregoing recitals and the mutual promises, representations, releases and warranties herein contained, and intending to be legally bound thereby, Employee and Employer do hereby promise and agree as follows:

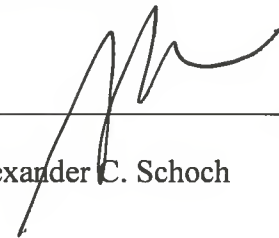
### Termination of Employment:

1. In consideration of Employer allowing Employee to use accrued annual leave time equaling 152 hours, Employee agrees to not disparage Employer, including the Commissioners or Commission staff with regard to his work with and/or departure from the agency or any of the events giving rise to his departure; and
2. In consideration of Employer allowing Employee to use accrued annual leave time equaling 152 hours, Employee agrees he will not file suit against the Commission as it relates to his departure from the agency or the events giving rise to his departure.

Acknowledged and agreed this 9<sup>th</sup> day of November 2018.

  
\_\_\_\_\_

Travis Wootton

  
\_\_\_\_\_ 11/26/18

Alexander C. Schoch

CHRISTI CRADDICK, CHAIRMAN  
RYAN SITTON, COMMISSIONER  
WAYNE CHRISTIAN, COMMISSIONER



## RAILROAD COMMISSION OF TEXAS

DATE: November 26, 2018  
TO: Wei Wang  
FROM: Travis Wootton  
RE: Resignation of Employment

---

Effective immediately I am resigning my position, in lieu of termination, with the Railroad Commission of Texas.

I choose to use 152 hours of Annual Leave time from Tuesday, November 27th to Friday, December 21st. December 24<sup>th</sup>- 31<sup>st</sup> are state and agency holidays. The effective date of my separation from the Railroad Commission of Texas is January 1, 2019.

  
Travis Wootton

11/26/18  
Date



# RAILROAD COMMISSION OF TEXAS

## EXECUTIVE OFFICE

TO: Travis Wootton

FROM: Wei Wang, Executive Director

DATE: November 26, 2018

SUBJECT: Termination of Employment

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This letter is to inform you that as of today, November 26, 2018, your employment with the Railroad Commission of Texas is terminated for cause. Upon receiving a complaint from an employee in the Surface Mining and Reclamation Division (SMRD) on September 25, 2018, Human Resources (HR) and the Office of General Counsel (OGC) began a review of the work environment in SMRD.

Three main themes emerged from interviews conducted with SMRD staff: (1) staff members fear retaliation or are concerned that the retaliatory or negative treatment has already occurred because they voiced professional opinions that appeared adverse to industry; (2) staff members otherwise do not feel comfortable expressing professional opinions and/or are anxious about or unsure how to perform their jobs; and (3) staff believes there is a lack of communication and lack of leadership from the Assistant Director and Director of SMRD.

Human Resources and the Office of General Counsel agree that Travis Wootton, SMRD Assistant Director, attempted retaliatory action against the complainant and employees in SMRD who participated in this review, during the review. On Tuesday, October 9<sup>th</sup>, when asked if Travis knew of any potential employee moves within SMRD, he told HR and OGC that he knew of nothing official. Travis Wootton was told at that time that any staff re-organizations needed to be approved by HR and he confirmed that he understood this directive. However, on Wednesday, October 10<sup>th</sup>, Mr. Wootton held a meeting with Applications and Permits management and informed them that two employees would be removed from their team and moved to the Abandoned Mine Land and Reclamation section of SMRD.

Additionally, he informed management in that meeting that they were not allowed to speak negatively to anyone about this change. This directive was in contravention of instructions given by the Human Resources Department with regard to the ongoing investigation and allowing employees to speak freely of their concerns during such investigations. Further, the attempted reassignment of these two employees from their current duties at a minimum created an appearance of retaliation and/or actual attempted retaliation against staff for voicing their concerns.



The Railroad Commission Employee Handbook, Chapter 10 states the following regarding retaliation:

*In compliance with federal and state laws, the Commission prohibits adverse personnel actions such as demotion, denial of promotion, or unjustified negative evaluation against an employee as punishment for filing a discrimination or harassment complaint in good faith, being involved in a workplace investigation, whistleblowing, or participating in any legally protected activity. If the Commission receives an allegation or otherwise learns of an inappropriate situation is occurring, it will take the necessary steps to ensure the matter is promptly investigated and addressed.*

You will be compensated for your Annual Leave balance with a lump sum payment, after you have been off the payroll for 30 calendar days. Unused Sick Leave will be lost and may be reinstated if you begin another state job within 12 months.

If you have questions regarding your benefits, you may contact ERS at (877) 275-4377.



## Personnel Action Request (PAR)

Employee Information			
Employee Name (First and Last)	Employee ID#	Division	Effective Date
Travis Wootton	70014724556	SMRD	09/01/2018
Job Posting Number (if applicable)	MVR Required (new hires)	Last Day Worked (HR)	Lump Sum (HR)
	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No _____ Hours
Type of Request			
<input type="checkbox"/> New Hire/Rehire <input type="checkbox"/> Transfer from agency # _____ <input type="checkbox"/> RTW Retiree <input type="checkbox"/> Promotion <input type="checkbox"/> Career Ladder <input type="checkbox"/> Competitive <input type="checkbox"/> Demotion <input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary <input type="checkbox"/> Lateral Move <input type="checkbox"/> Management Directed Transfer	<input checked="" type="checkbox"/> Merit <input checked="" type="checkbox"/> Regular <input type="checkbox"/> One-time <input type="checkbox"/> Equity Adjustment <input type="checkbox"/> Position change <input type="checkbox"/> New <input type="checkbox"/> Inactivate <input type="checkbox"/> Reclass <input type="checkbox"/> Data change (reports to, position #, department, location) <input type="checkbox"/> Temporary Assignment <input type="checkbox"/> On <input type="checkbox"/> Off <input type="checkbox"/> Other: _____	<input type="checkbox"/> Employment Status <input type="checkbox"/> Full-time to Part-time <input type="checkbox"/> Part-time to Full-time <input type="checkbox"/> Leave of Absence <input type="checkbox"/> Begin <input type="checkbox"/> End <input type="checkbox"/> Separation (HR) <input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary <input type="checkbox"/> Retirement <input type="checkbox"/> Agency Transfer #:	
Data to be Changed			
Field	Current	New	
Position Number	00023358	000	
Job Code	1620		
Department Number	12921		
Location Code	22700		
State Title	Director I		
Salary Group	B26		
Monthly Salary	\$8,051.18	\$8,534.25	
Increase Amount / % Increase	N/A	\$483.07 / 6.00%	
One-Time Merit Amount	N/A		
Hours Per Week / FTE	40.00 / FTE	/	
Employment Type	<input checked="" type="checkbox"/> Regular <input type="checkbox"/> Temporary	<input type="checkbox"/> Regular <input type="checkbox"/> Temporary	
FLSA Status	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
Reports to Name	J. Denny Kingsley		
Reports to Position Number	00020835	000	
Work Schedule (hours per day)	M8.00 T8.00 W8.00 TH8.00 F8.00	M T W TH F	
PCA #/Fund and %	26001-50% 50573-50%		
Approvals			
Printed Name of Manager	Manager Signature	Date	
Printed Name of Division Director	Division Director Signature	Date	
Printed Name of Budget Office	Budget Office Signature	Date	
Printed Name of HR Director	HR Director Signature	Date	
Printed Name of Executive Director (if required)	Executive Director Signature (if required)	Date	
Comments:			

9/1/2016

Effective Date of Action

## PERSONNEL ACTION REQUEST

NOTE: Personnel Action Requests must be received by HR on or before 5 days prior to the effective month in order to meet the payroll deadline.

## EMPLOYEE INFORMATION

Name: Wootton Travis L  
Last First MISSN: [REDACTED]Division: Surface Mining and Reclamation

## ACTION REQUESTED

New Hire: complete "proposed" information

- ☐ New Hire
- ☐ Transfer from another State Agency
- ☐ Promotion ☐ Demotion ☐ Same

Employee Change: complete changing fields in "current" and "proposed" sections

- ☐ Merit Increase ☐ Targeted Merit
- ☒ Promotion ☐ Targeted Promotion
- ☐ Demotion ☐ Merit Bonus
- ☐ Reclassification ☐ Retention Bonus
- ☐ Lateral Move ☐ Legislative Increase
- ☐ Hours Per Week Change ☐ PCA Change
- ☐ Organization Change ☐ Position Number Change
- ☐ Functional Job Title Change

## CURRENT

00000-752

1601

Manager II

12000092100

Austin

B23

\$7,071.76

\$707.16

40

CRF

M

0

P12~~7~~73 @ 50%

Position Number

Job Class Code

Job Class Title

Functional Job Title

Organization Code

Work Location

Group/ Step

Monthly Salary

Increase Aml. % Increase

Hours per week (FTE)

Employee Type

Pay Freq.

Administrative Leave

PCA/%

## PROPOSED

1620

Director I

B26

\$7,778.92

10.00%

## Termination:

- ☐ Regular Termination
- ☐ Direct Transfer to Another State Agency

Agency: \_\_\_\_\_

Termination Reason: \_\_\_\_\_

Last physical day at work: \_\_\_\_\_

Hours Worked: \_\_\_\_\_

## Additional Comments:

Additional PCA's: <sup>5</sup> P12~~7~~73 @ 50%

Alternative work schedule: \_\_\_\_\_

Budget Review: \_\_\_\_\_

## Leave Without Pay:

- ☐ Full month LWOP Begin: \_\_\_\_\_
- ☐ Full month LWOP Return: \_\_\_\_\_

## FOR PERSONNEL OFFICE USE ONLY:

Lump Sum Due: ☐ YES ☐ NO

If YES, amount/hours to pay: \_\_\_\_\_

Amount

Hours

First day lump sum can be paid: \_\_\_\_\_

## ACTION

1. Supervisor

Date

8-23-16

2. Division Director

Date

8/18/2016

3. Human Resources Director

Date

4. Executive Director/Deputy Executive Director

Date

9-16-16

## COMMISSION ACTION

APPROVED

DENIED

MVR Check attached :

☐ YES☐ NO

Reference Check attached:

☐ YES☐ NO

Job Posting Number: \_\_\_\_\_

# Railroad Commission of Texas

## PERSONNEL ACTION REQUEST

09/01/2015

Effective Date of Action

NOTE: Personnel Action Requests must be received by HR on or before 5 days prior to the effective month in order to meet the payroll deadline.

### EMPLOYEE INFORMATION

Name: WOOTTON, TRAVIS L  
Last, First Middle

SSN: XXXXXXXXXX

Division: SURFACE MINING

### ACTION REQUESTED

**New Hire** Complete "proposed" information

- ☐ New Hire:  
☐ Transfer from another State Agency \*\*\* Agency No. \_\_\_\_\_  
☐ Promotion ☐ Demotion ☐ Same

**Employee Change:** Complete changing fields in "current" and "proposed" sections

- ☐ Merit Increase ☐ Targeted Merit  
☐ Promotion ☐ Targeted Promotion  
☐ Demotion ☐ Merit Bonus  
☐ Reclassification ☐ Retention Bonus  
☐ Lateral Move ☒ Legislative Increase  
☐ Hours Per Week Change ☐ PCA Change  
☐ Organization Change ☐ Position Number Change  
☐ Functional Job Title Change

#### Termination:

- ☐ Regular Termination  
☐ Direct Transfer to Another State Agency  
Agency: \_\_\_\_\_

Termination Reason: \_\_\_\_\_

Last physical day at work: \_\_\_\_\_

Hours worked: \_\_\_\_\_

#### Leave Without Pay:

- ☐ Full month LWOP Begin: \_\_\_\_\_  
☐ Full month LWOP Return: \_\_\_\_\_

#### CURRENT

00000752

1601

MGR II

12000092100

Austin

B23/

\$6,899.28

40

CRF

M

P12573

Position Number

Job Class Code

Job Class Title

Functional Job Title

Organization Code

Work Location

Group/Step

Monthly Salary

Increase Amt % Increase

Hours per week (FTE)

Employee Type

Pay Frequency

Administrative Leave

PCA / %

#### PROPOSED

1601

MGR II

12000092100

B23/

\$7,071.76

\$172.48

2.50%

**Additional Comments:** HB 1, 84th Legislature, Reg. Session, Art. IX, Sec. 18.02.(a)  
2.5% salary increase.

Additional PCA's: \_\_\_\_\_

Alternative work schedule: \_\_\_\_\_

Budget Review: \_\_\_\_\_

#### FOR PERSONNEL OFFICE USE ONLY:

Lump Sum Due: ☐ YES ☐ NO

If YES, amount /hours to pay: \_\_\_\_\_  
Amount Hours

First day lump sum can be paid: \_\_\_\_\_

### ACTION APPROVAL

1. Supervisor \_\_\_\_\_ Date \_\_\_\_\_

2. Division Director \_\_\_\_\_ Date \_\_\_\_\_

3. Human Resources Director \_\_\_\_\_ Date \_\_\_\_\_

4. Executive Director/Deputy Executive Director \_\_\_\_\_ Date \_\_\_\_\_

COMMISSION ACTION  
APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

MVR Check attached: ☐ YES ☐ NO

Reference Check attached: ☐ YES ☐ NO

Job Posting Number: \_\_\_\_\_

**Railroad Commission of Texas**

**PERSONNEL ACTION REQUEST**

09/01/2014

*Effective Date of Action*

**NOTE: Personnel Action Requests must be received by HR on or before 5 days prior to the effective month in order to meet the payroll deadline.**

**EMPLOYEE INFORMATION**

Name: WOOTTON, TRAVIS L  
Last, First Middle

Division: SURFACE MINING

SSN: XXXXXXXXXX

**ACTION REQUESTED**

**New Hire** Complete "proposed" information

- ☐ New Hire:
- ☐ Transfer from another State Agency \*\*\* Agency No. \_\_\_\_\_
- ☐ Promotion    ☐ Demotion    ☐ Same

**Employee Change:** Complete changing fields in "current" and "proposed" sections

- |   |  |
|---|--|
| <input type="checkbox"/> Merit Increase                 | <input type="checkbox"/> Targeted Merit                |
| <input type="checkbox"/> Promotion                      | <input type="checkbox"/> Targeted Promotion            |
| <input type="checkbox"/> Demotion                       | <input type="checkbox"/> Merit Bonus                   |
| <input type="checkbox"/> Reclassification               | <input type="checkbox"/> Retention Bonus               |
| <input type="checkbox"/> Hours per week change          | <input checked="" type="checkbox"/> Legislative Change |
| <input checked="" type="checkbox"/> Organization change |  |
| <input type="checkbox"/> Salary Increase                |  |
| <input type="checkbox"/> Position Number Change         |  |

CURRENT	PROPOSED	
00000752	Position Number	
1601	Job Class Code	1601
MGR II	Job Class Title	MGR II
	Functional Job Title	
90000092100	Organization Code	12000092100
Austin	Work Location	
B23/	Group/Step	B23/
\$6,764.00	Monthly Salary	\$6,899.28
	Increase Amt    % Increase	\$135.28    2.00%
40	Hours per week (FTE)	
CRF	Employee Type	
M	Pay Frequency	
P05732	PCA/%	P12073

**Termination:**

- ☐ Regular Termination
- ☐ Direct Transfer to Another State Agency
- Agency: \_\_\_\_\_
- Termination Reason: \_\_\_\_\_
- Last physical day at work: \_\_\_\_\_
- Hours worked: \_\_\_\_\_

**Additional Comments:** SB I, 83rd Legislature, Reg Session, Art. IX Sec. 17.06.(a)  
 2% salary increase, with a minimum of \$50

Additional PCA's: \_\_\_\_\_

Alternative work schedule: \_\_\_\_\_

Budget Review: \_\_\_\_\_

HR Review: \_\_\_\_\_

**Leave Without Pay:**

- ☐ Full month LWOP Begin: \_\_\_\_\_
- ☐ Full month LWOP Return: \_\_\_\_\_

**FOR PERSONNEL OFFICE USE ONLY:**

Lump Sum Due: ☐ YES ☐ NO

If YES, amount /hours to pay: \_\_\_\_\_ Amount \_\_\_\_\_ Hours

First day lump sum can be paid: \_\_\_\_\_

**ACTION APPROVAL**

1. Supervisor \_\_\_\_\_ Date \_\_\_\_\_

2. Division Director \_\_\_\_\_ Date \_\_\_\_\_

3. Deputy Executive Director \_\_\_\_\_ Date \_\_\_\_\_

4. Executive Director \_\_\_\_\_ Date \_\_\_\_\_

COMMISSION ACTION

APPROVED      DENIED

MVR Check attached: ☐ YES ☐ NO

Reference Check attached: ☐ YES ☐ NO

Job Posting Number: \_\_\_\_\_



05/01/14

Effective Date of Action

## PERSONNEL ACTION REQUEST

NOTE: Personnel Action Requests must be received by HR on or before 5 days prior to the effective month in order to meet the payroll deadline.

## EMPLOYEE INFORMATION

Name: Wootton Travis SSN: \_\_\_\_\_  
Last First MIDivision: SMRD - Applications and Permits

## ACTION REQUESTED

New Hire: complete "proposed" information

- ☐ New Hire  
☐ Transfer from another State Agency Agency No.: \_\_\_\_\_  
☐ Promotion ☐ Demotion ☐ Same

Employee Change: complete changing fields in "current" and "proposed" sections

- ☒ Merit Increase ☐ Targeted Merit  
☐ Promotion ☐ Targeted Promotion  
☐ Demotion ☐ Merit Bonus  
☐ Reclassification ☐ Retention Bonus  
☐ Hours per week change ☐ Legislative Increase  
☐ Organization Change  
☐ Functional Job Title Change  
☐ Position Number Change

## CURRENT

00000-752

1601

Manager II

90000092100

Austin

B23

\$6,464.00

\$300.00

40

CRF

M

Position Number

Job Class Code

Job Class Title

Functional Job Title

Organization Code

Work Location

Group/ Step

Monthly Salary

Increase Amt. % Increase

Hours per week (FTE)

Employee Type

Pay Freq.

Administrative Leave

PCA/%

## PROPOSED

\$6,764.00

4.64%

P05732 50%

## Termination:

- ☐ Regular Termination  
☐ Direct Transfer to Another State Agency

Agency: \_\_\_\_\_

Termination Reason: \_\_\_\_\_

Last physical day at work: \_\_\_\_\_

Hours Worked: \_\_\_\_\_

## Additional Comments:

Additional PCA's: P15732 50%

Alternative work schedule: \_\_\_\_\_

Budget Review: \_\_\_\_\_

HR Review: \_\_\_\_\_

## Leave Without Pay:

- ☐ Full month LWOP Begin: \_\_\_\_\_  
☐ Full month LWOP Return: \_\_\_\_\_

## FOR PERSONNEL OFFICE USE ONLY:

Lump Sum Due:

☐ YES ☐ NO

If YES, amount/hours to pay:

Amount

Hours

First day lump sum can be paid: \_\_\_\_\_

## ACTION

1. Supervisor

3. Deputy Executive Director

Date

Date

2. Division Director

4. Executive Director

Date

Date

## COMMISSION ACTION

APPROVED

DENIED

MVR Check attached :

☐ YES ☐ NO

Reference Check attached:

☐ YES ☐ NO

Job Posting Number: \_\_\_\_\_

# Railroad Commission of Texas

## PERSONNEL ACTION REQUEST

09/01/2013

Effective Date of Action

NOTE: Personnel Action Requests must be received by HR on or before 5 days prior to the effective month in order to meet the payroll deadline.

### EMPLOYEE INFORMATION

Name: WOOTTON, TRAVIS L  
Last, First Middle  
Division: SURFACE MINING

SSN: [REDACTED]

### ACTION REQUESTED

**New Hire** Complete "proposed" information

- ☐ New Hire:  
☐ Transfer from another State Agency \*\*\* Agency No. \_\_\_\_\_  
☐ Promotion ☐ Demotion ☐ Same

**Employee Change:** Complete changing fields in "current" and "proposed" sections

- ☐ Merit Increase ☐ Targeted Merit  
☐ Promotion ☐ Targeted Promotion  
☐ Demotion ☐ Merit Bonus  
☐ Reclassification ☐ Retention Bonus  
☐ Hours per week change ☒ Legislative Change  
☐ Organization change  
☐ Salary Increase  
☐ Position Number Change

CURRENT		PROPOSED
00000752	Position Number	
1601	Job Class Code	1601
MGR II	Job Class Title	MGR II
	Functional Job Title	
90000092100	Organization Code	90000092100
Austin	Work Location	
B23/	Group/Step	B23/
\$6,400.00	Monthly Salary	\$6,464.00
	Increase Amt % Increase	\$64.00 1.00%
40	Hours per week (FTE)	
CRF	Employee Type	
M	Pay Frequency	
	Administrative Leave	
PI5632	PCA/%	

#### Termination:

- ☐ Regular Termination  
☐ Direct Transfer to Another State Agency  
Agency: \_\_\_\_\_

Termination Reason:

Last physical day at work: \_\_\_\_\_  
Hours worked: \_\_\_\_\_

**Additional Comments:** SB 1, 83rd Legislature, Reg Session, Art. IX Sec. 17.06.(a)

1% salary increase, with a minimum of \$50

Additional PCA's:

Alternative work schedule:

Budget Review:

HR Review:

#### Leave Without Pay:

- ☐ Full month LWOP Begin: \_\_\_\_\_  
☐ Full month LWOP Return: \_\_\_\_\_

#### FOR PERSONNEL OFFICE USE ONLY:

Lump Sum Due: ☐ YES ☐ NO

If YES, amount /hours to pay: \_\_\_\_\_  
Amount Hours

First day lump sum can be paid: \_\_\_\_\_

### ACTION APPROVAL

1. Supervisor \_\_\_\_\_ Date \_\_\_\_\_

2. Division Director \_\_\_\_\_ Date \_\_\_\_\_

3. Director of Administration \_\_\_\_\_ Date \_\_\_\_\_

4. Executive Director \_\_\_\_\_ Date \_\_\_\_\_

#### COMMISSION ACTION

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

MVR Check attached: ☐ YES ☐ NO

Reference Check attached: ☐ YES ☐ NO

Job Posting Number: \_\_\_\_\_

## PERSONNEL ACTION REQUEST

December 1, 2012

Effective Date of Action

NOTE: Personnel Action Requests must be received by Personnel on or before 5 days prior to the effective month in order to meet the payroll deadline.

## EMPLOYEE INFORMATION

Name: Wootton Travis L SSN: [REDACTED]  
 Last First MI

Division: SMRD-Applications & Permits

## ACTION REQUESTED

## New Hire: complete "proposed" information

- ☐ New Hire
- ☐ Transfer from another State Agency Agency No.: \_\_\_\_\_
- ☐ Promotion ☐ Demotion ☐ Same

## Employee Change: complete changing fields in "current" and "proposed" sections

- ☐ Merit Increase ☐ Targeted Merit
- ☒ Promotion ☐ Targeted Promotion
- ☐ Demotion ☐ Merit Bonus
- ☐ Reclassification ☐ Retention Bonus
- ☐ Hours per week change ☐ Legislative Increase
- ☐ Organization Change
- ☐ Functional Job Title Change
- ☒ Position Number Change

## CURRENT

00000-761

2131

Eng. Spec. V

90000092100

Austin

B21

\$5,844.41

\$555.59

40

CRF

M

15532-50%

Position Number

Job Class Code

Job Class Title

Functional Job Title

Organization Code

Work Location

Group/ Step

Monthly Salary

Increase Amt. % Increase

Hours per week (FTE)

Employee Type

Pay Freq.

Administrative Leave

PCA/%

## PROPOSED

00000-752

1601

Manager II

B23

\$6,400.00

9.51%

05632-50%

## Additional Comments:

Current 05532-50%

Additional PCA's: Proposed 15632-50%

## Alternative work schedule:

## Budget Review:

2W 11/8/12

## FOR PERSONNEL OFFICE USE ONLY:

Lump Sum Due:

☐ YES ☐ NO

If YES, amount/hours to pay:

Amount

Hours

First day lump sum can be paid:

## Termination:

- ☐ Regular Termination
- ☐ Direct Transfer to Another State Agency

Agency: \_\_\_\_\_

Termination Reason: \_\_\_\_\_

Last physical day at work: \_\_\_\_\_

Hours Worked: \_\_\_\_\_

## Leave Without Pay:

- ☐ Full month LWOP Begin: \_\_\_\_\_
- ☐ Full month LWOP Return: \_\_\_\_\_

## ACTION

1. Supervisor

Date

11.08.2012

3. Human Resources Director

Date

2. Division Director

4. Executive/Deputy Executive Director

Date

Date

11/7/2012

11/9/12

## COMMISSION ACTION

APPROVED

DENIED

MVR Check attached :

☐ YES ☐ NO

Reference Check attached:

☐ YES ☐ NO

Posting Number:



## PERSONNEL ACTION REQUEST

8/1/2012  
Effective Date of Action

NOTE: Personnel Action Requests must be received by Personnel on or before 5 days prior to the effective month in order to meet the payroll deadline.

## EMPLOYEE INFORMATION

Name: Wootton Travis L SSN: [REDACTED]  
 Last First MI

Division: SMRD-Applications & Permits

## ACTION REQUESTED

New Hire: complete "proposed" information

- ☐ New Hire  
☐ Transfer from another State Agency Agency No.: \_\_\_\_\_  
☐ Promotion ☐ Demotion ☐ Same

Employee Change: complete changing fields in "current" and "proposed" sections

- ☐ Merit Increase ☐ Targeted Merit  
☒ Promotion ☐ Targeted Promotion  
☐ Demotion ☐ Merit Bonus  
☐ Reclassification ☐ Retention Bonus  
☐ Hours per week change ☐ Legislative Increase  
☐ Organization Change  
☐ Functional Job Title Change  
☐ Position Number Change

## CURRENT

00000-761

2130

Eng. Spec. IV

90000092100

Austin

B20

\$5,319.41

\$525.00

40

CRF

M

P05532 - 50%

Position Number

Job Class Code

Job Class Title

Functional Job Title

Organization Code

Work Location

Group/ Step

Monthly Salary

Increase Amt. % Increase

Hours per week (FTE)

Employee Type

Pay Freq.

Administrative Leave

PCA/%

## PROPOSED

2131

Eng. Spec. V

B 21

\$5,844.41

9.87%

P05532-50%

## Termination:

- ☐ Regular Termination  
☐ Direct Transfer to Another State Agency

Agency: \_\_\_\_\_

Termination Reason: \_\_\_\_\_

Last physical day at work: \_\_\_\_\_

Hours Worked: \_\_\_\_\_

## Additional Comments:

Additional PCA's: P15532-50%

Alternative work schedule: \_\_\_\_\_

Budget Review: SW 7/19/12

## Leave Without Pay:

- ☐ Full month LWOP Begin: \_\_\_\_\_  
☐ Full month LWOP Return: \_\_\_\_\_

## FOR PERSONNEL OFFICE USE ONLY:

Lump Sum Due: ☐ YES ☐ NO

If YES, amount/hours to pay: \_\_\_\_\_

Amount

Hours

First day lump sum can be paid: \_\_\_\_\_

## ACTION

1. Supervisor

3. Human Resources Director

Date

Date

2. Division Director

4. Executive/Deputy Executive Director

Date

Date

## COMMISSION ACTION

APPROVED DENIED

MVR Check attached :

☐ YES ☐ NO

Reference Check attached:

☐ YES ☐ NO

Posting Number: \_\_\_\_\_

# Railroad Commission of Texas

## PERSONNEL ACTION REQUEST

09/01/2011

Effective Date of Action

NOTE: Personnel Action Requests must be received by Personnel on or before 5 days prior to the effective month in order to meet the payroll deadline.

### EMPLOYEE INFORMATION

Name: WOOTTON, TRAVIS L  
Last, First Middle  
Division SURFACE MINING

SSN: [REDACTED]

### ACTION REQUESTED

**New Hire** Complete "proposed" information

- ☐ New Hire:  
☐ Transfer from another State Agency \*\*\* Agency No. \_\_\_\_\_  
☐ Promotion ☐ Demotion ☐ Same

**Employee Change:** Complete changing fields in "current" and "proposed" sections

- ☐ Merit Increase ☐ Targeted Merit  
☐ Promotion ☐ Targeted Promotion  
☐ Demotion ☐ Merit Bonus  
☐ Reclassification ☐ Retention Bonus  
☐ Hours per week change ☐ Legislative Change  
☒ Organization change  
☐ Functional Job Title Change  
☐ Position Number Change

#### CURRENT

00000761  
2130  
ENGINEERING SPECIALIST IV  
90053492100  
Austin  
B20/  
\$5,319.41  
40  
CRF  
M  
P05432 50%

Position Number

Job Class Code

Job Class Title

Functional Job Title

Organization Code

Work Location

Group/Step

Monthly Salary

Increase Amt % Increase

Hours per week (FTE)

Employee Type

Pay Frequency

#### PROPOSED

90000092100

\$

\$

%

15432

50 %

**Additional Comments:** FY 2012 Organization Code Change

Additional PCA's: 05432 – 50%

Alternative work schedule:

Budget Review:

#### Termination:

- ☐ Regular Termination  
☐ Direct Transfer to Another State Agency  
Agency: \_\_\_\_\_

Termination Reason:

Last physical day at work: \_\_\_\_\_

Hours worked: \_\_\_\_\_

#### Leave Without Pay:

- ☐ Full month LWOP Begin: \_\_\_\_\_  
☐ Full month LWOP Return: \_\_\_\_\_

#### FOR PERSONNEL OFFICE USE ONLY:

Lump Sum Due: ☐ YES ☐ NO

If YES, amount /hours to pay: \_\_\_\_\_  
Amount Hours

First day lump sum can be paid: \_\_\_\_\_

### ACTION APPROVAL

1. Supervisor \_\_\_\_\_ Date \_\_\_\_\_

2. Division Director \_\_\_\_\_ Date \_\_\_\_\_

3. Human Resources Director \_\_\_\_\_ Date \_\_\_\_\_

4. Executive Director \_\_\_\_\_ Date \_\_\_\_\_

#### COMMISSION ACTION

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

MVR Check attached: ☐ YES ☐ NO

Reference Check attached: ☐ YES ☐ NO

Posting Number: \_\_\_\_\_

08/01/2011

Effective Date of Action

## PERSONNEL ACTION REQUEST

NOTE: Personnel Action Requests must be received by Personnel on or before 5 days prior to the effective month in order to meet the payroll deadline.

## EMPLOYEE INFORMATION

Name: Wootton Travis L SSN: [REDACTED]  
Last First MIDivision: SM-Applications & Permits - GR

## ACTION REQUESTED

New Hire: complete "proposed" information

- ☐ New Hire  
☐ Transfer from another State Agency Agency No.:  
☐ Promotion ☐ Demotion ☐ Same

Employee Change: complete changing fields in "current" and "proposed" sections

- ☐ Merit Increase ☐ Targeted Merit  
☐ Promotion ☐ Targeted Promotion  
☐ Demotion ☒ Merit Bonus  
☐ Reclassification ☐ Retention Bonus  
☐ Hours per week change ☐ Legislative Increase  
☐ Organization Change  
☐ Functional Job Title Change  
☐ Position Number Change

## CURRENT

00000-761

2130

Eng. Spec. IV

90053492100

Austin

B20

\$5,319.41

40

CRF

M

P05342 - 50%

Position Number

Job Class Code

Job Class Title

Functional Job Title

Organization Code

Work Location

Group/ Step

Monthly Salary/OTMB

Increase Amt. % Increase

Hours per week (FTE)

Employee Type

Pay Freq.

Administrative Leave

PCA/%

## PROPOSED

\$3,000.00

4.70%

P01921 - 100%

## Termination:

- ☐ Regular Termination  
☐ Direct Transfer to Another State Agency

Agency: \_\_\_\_\_

Termination Reason: \_\_\_\_\_

Last physical day at work: \_\_\_\_\_

Hours Worked: \_\_\_\_\_

## Additional Comments:

Additional PCA's: P01921 - 50%

Alternative work schedule: \_\_\_\_\_

Budget Review: 8/9/11

## Leave Without Pay:

- ☐ Full month LWOP Begin: \_\_\_\_\_  
☐ Full month LWOP Return: \_\_\_\_\_

## FOR PERSONNEL OFFICE USE ONLY:

Lump Sum Due:

☐ YES ☐ NO

If YES, amount/hours to pay:

Amount

Hours

First day lump sum can be paid: \_\_\_\_\_

## ACTION

1. Supervisor [Signature] Date 08/09/2011  
2. Human Resources Director [Signature] Date \_\_\_\_\_3. Division Director [Signature] Date 8/9/2011  
4. Executive/Deputy Executive Director [Signature] Date 8/9/11

## COMMISSION ACTION

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

MVR Check attached :

☐ YES ☐ NO

Reference Check attached:

☐ YES ☐ NO

Posting Number: \_\_\_\_\_



## PERSONNEL ACTION REQUEST

NOTE: Personnel Action Requests must be received by Personnel on or before 5 days prior to the effective month in order to meet the payroll deadline.

Effective Date of Action

## EMPLOYEE INFORMATION

Name: WOOTTON, TRAVIS L

Last, First Middle

SSN: [REDACTED]

Division SM-Applications &amp; Permits - GR

## ACTION REQUESTED

## New Hire Complete "proposed" information

- ☐ New Hire:  
☐ Transfer from another State Agency \*\*\* Agency No. \_\_\_\_\_  
☐ Promotion ☐ Demotion ☐ Same

## Employee Change: Complete changing fields in "current" and "proposed" sections

- ☐ Merit Increase ☐ Targeted Merit  
☐ Promotion ☐ Targeted Promotion  
☐ Demotion ☐ Merit Bonus  
☐ Reclassification ☐ Retention Bonus  
☐ Hours per week change ☐ Legislative Change  
☒ Organization change  
☐ Functional Job Title Change  
☐ Position Number Change

## Termination:

- ☐ Regular Termination  
☐ Direct Transfer to Another State Agency  
Agency: \_\_\_\_\_

Termination Reason: \_\_\_\_\_

Last physical day at work: \_\_\_\_\_

Hours worked: \_\_\_\_\_

## Leave Without Pay:

- ☐ Full month LWOP Begin: \_\_\_\_\_  
☐ Full month LWOP Return: \_\_\_\_\_

## CURRENT

00000761  
2130  
ENGINEERING SPECIALIST IV

Position Number

Job Class Code

Job Class Title

Functional Job Title

90000192100

Organization Code

90053492100

Austin

Work Location

B20/

Group/Step

\$5,319.41

Monthly Salary

Increase Amt % Increase

\$0

0.00%

40

Hours per week (FTE)

CRF

Employee Type

M

Pay Frequency

P01921

50%

PCA/%

P05342

50%

Additional Comments: Org. Code change and PCA switch to reflect correct MOF for longevity payment

Additional PCA's: \_\_\_\_\_

Current: P05342 50%

Proposed: P01921 50%

Alternative work schedule

Budget Review:

## FOR PERSONNEL OFFICE USE ONLY:

Lump Sum Due: ☐ YES ☐ NO

If YES, amount /hours to pay: \_\_\_\_\_

Amount

Hours

First day lump sum can be paid: \_\_\_\_\_

## ACTION APPROVAL

1. Supervisor

Date

2. Division Director

Date

3. Personnel Director

Date

4. Executive/Deputy Executive Director

Date

## COMMISSION ACTION

APPROVED

DENIED

MVR Check attached:

☐ YES☐ NO

Reference Check attached:

☐ YES☐ NO

Posting Number: \_\_\_\_\_

# Railroad Commission of Texas

## PERSONNEL ACTION REQUEST

09/01/2009

Effective Date of Action

NOTE: Personnel Action Requests must be received by Personnel on or before 5 days prior to the effective month in order to meet the payroll deadline.

### EMPLOYEE INFORMATION

Name: WOOTTON, TRAVIS L

Last, First Middle

SSN: [REDACTED]

Division: SM-Applications & Permits - FED

### ACTION REQUESTED

New Hire Complete "proposed" information

☐ New Hire:

☐ Transfer from another State Agency \*\*\* Agency No. \_\_\_\_\_

☐ Promotion

☐ Demotion

☐ Same

Employee Change: Complete changing fields in "current" and "proposed" sections

☐ Merit Increase

☐ Targeted Merit

☐ Promotion

☐ Targeted Promotion

☐ Demotion

☐ Merit Bonus

☐ Reclassification

☐ Retention Bonus

☐ Hours per week change

☒ Legislative Change

☐ Organization change

☐ Salary Increase

☐ Position Number Change

#### CURRENT

00000761

2130

ENGINEERING SPECIALIST V

90052592100

Austin

B12/

\$5,319.41

40

CRF

M

P26541

Position Number

Job Class Code

Job Class Title

Organization Code

Work Location

Group/Step

Monthly Salary

Increase Amt % Increase

Hours per week (FTE)

Employee Type

Pay Frequency

BRP

Longevity

PCA/%

#### PROPOSED

2130

ENGINEERING SPECIALIST IV

90000192100

B20/

\$5,319.41

\$0 0.00%

#### Termination:

☐ Regular Termination

☐ Direct Transfer to Another State Agency

Agency: \_\_\_\_\_

Termination Reason:

Last physical day at work: \_\_\_\_\_

Hours worked: \_\_\_\_\_

#### Leave Without Pay:

☐ Full month LWOP Begin: \_\_\_\_\_

☐ Full month LWOP Return: \_\_\_\_\_

Additional Comments: SB 1, 81st Legislature, Reg Session

Additional PCA's: \_\_\_\_\_

Alternative work schedule: \_\_\_\_\_

Budget Review: \_\_\_\_\_

#### FOR PERSONNEL OFFICE USE ONLY:

Lump Sum Due:

☐ YES

☐ NO

If YES, amount /hours to pay: \_\_\_\_\_

Amount

Hours

First day lump sum can be paid: \_\_\_\_\_

### ACTION APPROVAL

1. Supervisor

Date

2. Division Director

Date

3. Personnel Director

Date

4. Executive/Deputy Executive Director

Date

#### COMMISSION ACTION

APPROVED

DENIED

MVR Check attached:

☐ YES

☐ NO

Reference Check attached:

☐ YES

☐ NO

Posting Number: \_\_\_\_\_

# PERSONNEL ACTION REQUEST

08/31/2009

Effective Date of Action:

NOTE: Personnel Action Requests must be received by Personnel on or before 5 days prior to the effective month in order to meet the payroll deadline.

## EMPLOYEE INFORMATION

Name: WOOTTON, TRAVIS L

Last, First Middle

SSN:

Division: SM-Applications &amp; Permits - FED

## ACTION REQUESTED

New Hire complete "proposed" information

☐ New Hire:

☐ Transfer from another State Agency \*\*\* Agency No.

☐ Promotion

☐ Demotion

☐ Same

Employee Change: complete changing fields in "current" and "proposed" sections

☐ Merit Increase

☐ Targeted Merit

☐ Promotion

☐ Targeted Promotion

☐ Demotion

☐ Merit Bonus

☐ Reclassification

☒ Retention Bonus

☐ Hours per week change

☐ Legislative Increase

☐ Organization change

☐ Salary Increase

☐ Position Number Change

### CURRENT

00000761

2130

ENGINEERING SPECIALIST V

90052592100

Austin

B12/

\$5,319.41

40

CRF

M

Position Number

Job Class Code

Job Class Title

Organization Code

Work Location

Group/Step

Monthly Salary

Increase Amt % Increase

\$800

Hours per week (FTE)

Employee Type

Pay Freq.

BRP

Longevity

PCA/%

### PROPOSED

### Termination:

☐ Regular Termination

☐ Direct Transfer to Another State Agency

Agency:

Termination Reason:

Last physical day at work:

Hours Worked:

### Leave Without Pay:

☐ Full month LWOP Begin

☐ Full month LWOP Return

Additional Comments: HB 4586, Section 89, 81st Legislature, Reg Session, 1X Retention Bonus.

Additional PCA's:

Budget Review:

### FOR PERSONNEL OFFICE USE ONLY:

Lump Sum Due:

☐ YES

☐ NO

If YES, amount /hours to pay:

First day lump sum can be paid:

## ACTION APPROVAL

1. Supervisor

Date

2. Division Director

Date

3. Personnel Director

Date

4. Executive/Deputy Executive Director

Date

COMMISSION ACTION  
APPROVED DENIED

MVR Check attached:

☐ YES

☐ NO

Reference Check attached:

☐ YES

☐ NO

Posting Number:

08/01/09

## PERSONNEL ACTION REQUEST

Effective Date of Action

NOTE: Personnel Action Requests must be received by Personnel on or before 5 days prior to the effective month in order to meet the payroll deadline.

## EMPLOYEE INFORMATION

Name: Wooton Travis  
Last First MISSN: [REDACTED]Division: SM - Applications & Permits

## ACTION REQUESTED

## New Hire: complete "proposed" information

- ☐ New Hire  
☐ Transfer from another State Agency Agency No.:  
☐ Promotion ☐ Demotion ☐ Same

## Employee Change: complete changing fields in "current" and "proposed" sections

- ☐ Merit Increase ☐ Targeted Merit  
☒ Promotion ☐ Targeted Promotion  
☐ Demotion ☐ Merit Bonus  
☐ Reclassification ☐ Retention Bonus  
☐ Hours per week change ☐ Legislative Increase  
☐ Organization Change  
☐ Salary Increase  
☐ Position Number Change

## CURRENT

00000-761

2129

Eng. Spec. IV

90052592100

Austin

B11

\$5,069.41

\$250.00

40

CRF

M

26541-50%

Position Number

Job Class Code

Job Class Title

Organization Code

Work Location

Group/ Step

Monthly Salary

Increase Amt. % Increase

Hours per week (FTE)

Employee Type

Pay Freq.

BRP

Longevity

PCA/%

## PROPOSED

2130

Eng. Spec. V

B12

\$5,319.41

4.93%

## Additional Comments:

## Termination:

- ☐ Regular Termination  
☐ Direct Transfer to Another State Agency

Agency: \_\_\_\_\_

Termination Reason: \_\_\_\_\_

Last physical day at work: \_\_\_\_\_

Hours Worked: \_\_\_\_\_

Additional PCA's: 26001-50%

Alternative work schedule: \_\_\_\_\_

Budget Review: 7/14/09

## Leave Without Pay:

- ☐ Full month LWOP Begin: \_\_\_\_\_  
☐ Full month LWOP Return: \_\_\_\_\_

## FOR PERSONNEL OFFICE USE ONLY:

Lump Sum Due: ☐ YES ☐ NO

If YES, amount/hours to pay: \_\_\_\_\_

Amount

Hours

First day lump sum can be paid: \_\_\_\_\_

## ACTION APPROVAL

1. Supervisor

McMann Bogan

Date

07/08/09

Date

2. Division Director

[Signature]

4. Deputy Executive Director

Date

7/14/09

Date

## COMMISSION ACTION

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

MVR Check attached :

☐ YES ☐ NO

Reference Check attached:

☐ YES ☐ NO

Posting Number: \_\_\_\_\_

## PERSONNEL ACTION REQUEST

09/01/2008

Effective Date of Action:

NOTE: Personnel Action Requests must be received by Personnel on or before 5 days prior to the effective month in order to meet the payroll deadline.

## EMPLOYEE INFORMATION

Name: WOOTTON, TRAVIS L

SSN: [REDACTED]

Last, First Middle

Division: SM-Applications &amp; Permits - GR

## ACTION REQUESTED

New Hire complete "proposed" information

☐ New Hire:☐ Transfer from another State Agency \*\*\* Agency No. \_\_\_\_\_☐ Promotion☐ Demotion☐ Same

Employee Change: complete changing fields in "current" and "proposed" sections

☐ Merit Increase☐ Promotion☐ Demotion☐ Reclassification☐ Hours per week change☐ Organization change☐ Salary Increase☐ Title Change

## CURRENT

00000761

2129

ENGINEERING SPECIALIST IV

90000192100

Austin

B11/

\$4,970.01

40

CRF

M

Position Number

Job Class Code

Job Class Title

Working Title

Organization Code

Work Location

Group/Step

Monthly Salary

Hours per week (FTE)

Employee Type

Pay Freq.

BRP

Longevity

PCA/%

## PROPOSED

\$5,069.41

Additional Comments: FY2009 Legislative 2% salary increase, with a minimum of \$50.00.

Additional PCA's:

Budget Review:

## Termination:

☐ Regular Termination☐ Direct Transfer to Another State Agency

Agency: \_\_\_\_\_

Termination Reason:

Last physical day at work: \_\_\_\_\_ hrs worked: \_\_\_\_\_

## Leave Without Pay:

☐ Full month LWOP Begin☐ Full month LWOP Return

## FOR PERSONNEL OFFICE USE ONLY:

Lump Sum Due: YES/NO

If YES, amount /hours to pay: \_\_\_\_\_

First day lump sum can be paid: \_\_\_\_\_

1. Supervisor

Date

2. Division Director

Date

3. Personnel Director

Date

4. Chief Financial Officer

Date

COMMISSION ACTION  
APPROVED DENIED

MVR Check attached: \_\_\_\_\_ yes \_\_\_\_\_ no

Eligible to drive: \_\_\_\_\_ yes \_\_\_\_\_ no

Reference Check attached: \_\_\_\_\_ yes \_\_\_\_\_ no



## PERSONNEL ACTION REQUEST

December 1, 2007

Effective Date of Action:

NOTE: Personnel Action Requests must be received by Personnel on or before 5 days prior to the effective month in order to meet the payroll deadline.

## EMPLOYEE INFORMATION

Name: Wootton Travis L. SSN: [REDACTED]  
Last First M.I.Division: SM - APPLICATIONS AND PERMITS

## ACTION REQUESTED

## New Hire: complete "proposed" information

- ☐ New Hire  
☐ Transfer from another State Agency \*\*\* Agency No. \_\_\_\_\_  
☐ Promotion ☐ Demotion ☐ Same

## Employee Change: complete changing fields in "current" and "proposed" sections

- ☒ Merit Increase ☒ Targeted Merit  
☐ Promotion ☐ Targeted Promotion  
☐ Demotion ☐ Merit Bonus  
☐ Reclass/Title change ☐ Retention Bonus  
☐ Hours per week change  
☐ Organization change  
☐ Salary Increase  
☐ Position Number Change

## Termination:

- ☐ Regular Termination  
☐ Direct Transfer to Another State Agency  
Agency: \_\_\_\_\_

Termination Reason:

Last physical day at work: \_\_\_\_\_ hrs worked: \_\_\_\_\_

## Leave Without Pay:

- ☐ Full month LWOP Begin  
☐ Full month LWOP Return

## CURRENT

00000761

2129

Eng. Spec. IV

001

900-504-921-00

Austin

B11

\$4,645.01

40.00

CRF

M

26001-50%

Position Number

Job Class Code

Job Class Title

Working Title

Organization Code

Work Location

Group/ Step

Monthly Salary

Hours per week (FTE)

Employee Type

Pay Freq.

BRP

Longevity

PCA/%

## PROPOSED

00000761

2129

Eng. Spec. IV

001

900-504-921-00

Austin

B11

\$4,970.01

40:00

CRF

M

26001-50%

## Additional Comments:

\$325 mo / 7.7% increase  
target

Additional PCA's: 26541-50%

Alternative work schedule

Budget Review:

FOR PERSONNEL OFFICE USE ONLY:

RAILROAD COMMISSION OF TEXAS

Lump Sum Due: YES/NO

If YES, amount/hours to pay: \_\_\_\_\_

First day lump sum can be paid: \_\_\_\_\_

OCT 01 2007

PERSONNEL DIVISION

1. Supervisor

Date

3. Personnel Director

Date

2. Division Director

Date

4. Chief Financial Officer

Date

COMMISSION ACTION  
APPROVED DENIED

MVR Check attached: \_\_\_\_\_ yes \_\_\_\_\_ no

Reference Check attached: \_\_\_\_\_ yes \_\_\_\_\_ no

Posting Number: \_\_\_\_\_

## PERSONNEL ACTION REQUEST

09/01/2007

Effective Date of Action:

NOTE: Personnel Action Requests must be received by Personnel on or before 5 days prior to the effective month in order to meet the payroll deadline.

## EMPLOYEE INFORMATION

Name: WOOTTON, TRAVIS L

Last, First Middle

SSN: [REDACTED]

Division: SM-Applications &amp; Permits - GR

## ACTION REQUESTED

New Hire complete "proposed" information

☐ New Hire:☐ Transfer from another State Agency \*\*\* Agency No. \_\_\_\_\_☐ Promotion☐ Demotion☐ Same

Employee Change: complete changing fields in "current" and "proposed" sections

☐ Merit Increase☐ Promotion☐ Demotion☐ Reclassification☐ Hours per week change☐ Organization change☐ Salary Increase☐ Title Change

## CURRENT

00000761

2129

ENGINEERING SPECIALIST IV

90000192100

Austin

B11/

\$4,553.94

40

CRF

M

Position Number

Job Class Code

Job Class Title

Working Title

Organization Code

Work Location

Group/Step

Monthly Salary

Hours per week (FTE)

Employee Type

Pay Freq.

BRP

Longevity

PCA/%

## PROPOSED

\$4,645.01

## Termination:

☐ Regular Termination☐ Direct Transfer to Another State Agency

Agency: \_\_\_\_\_

Termination Reason:

Last physical day at work: \_\_\_\_\_ hrs worked: \_\_\_\_\_

Additional Comments: FY2008 Legislative 2% salary increase, with a minimum of \$50.00.

Additional PCA's:

Budget Review:

## Leave Without Pay:

☐ Full month LWOP Begin☐ Full month LWOP Return

## FOR PERSONNEL OFFICE USE ONLY:

Lump Sum Due: YES/NO

If YES, amount /hours to pay: \_\_\_\_\_

First day lump sum can be paid: \_\_\_\_\_

1. Supervisor

Date

2. Division Director

Date

3. Personnel Director

Date

4. Chief Financial Officer

Date

COMMISSION ACTION  
APPROVED DENIED

MVR Check attached: \_\_\_\_\_ yes \_\_\_\_\_ no

Eligible to drive: \_\_\_\_\_ yes \_\_\_\_\_ no

Reference Check attached: \_\_\_\_\_ yes \_\_\_\_\_ no

## PERSONNEL ACTION REQUEST

June 1, 2007

Effective Date of Action:

NOTE: Personnel Action Requests must be received by Personnel on or before 5 days prior to the effective month in order to meet the payroll deadline.

## EMPLOYEE INFORMATION

Name: Wootton Travis L. SSN: [REDACTED]  
Last First M.I.Division: SM - APPLICATIONS AND PERMITS

## ACTION REQUESTED

## New Hire: complete "proposed" information

- ☐ New Hire  
☐ Transfer from another State Agency \*\*\* Agency No. \_\_\_\_\_  
☐ Promotion ☐ Demotion ☐ Same

## Employee Change: complete changing fields in "current" and "proposed" sections

- ☒ Merit Increase ☐ Targeted Merit  
☐ Promotion ☐ Targeted Promotion  
☐ Demotion ☐ Merit Bonus  
☐ Reclass/Title change ☐ Retention Bonus  
☐ Hours per week change  
☐ Organization change  
☐ Salary Increase  
☐ Position Number Change

## Termination:

- ☐ Regular Termination  
☐ Direct Transfer to Another State Agency  
 Agency: \_\_\_\_\_

Termination Reason:

Last physical day at work: \_\_\_\_\_ hrs worked: \_\_\_\_\_

## Leave Without Pay:

- ☐ Full month LWOP Begin  
☐ Full month LWOP Return

## CURRENT

00000761

2129

Eng. Spec. IV

900-504-921-00

Austin

B11

\$4,378.94

40.00

CRF

M

26001-50%

Position Number

Job Class Code

Job Class Title

Working Title

Organization Code

Work Location

Group/ Step

Monthly Salary

Hours per week (FTE)

Employee Type

Pay Freq.

BRP

Longevity

PCA/%

## PROPOSED

00000761

2129

Eng. Spec. IV

900-504-921-00

Austin

B11

\$4,553.94

40:00

CRF

M

26001-50%

## Additional Comments:

~~Funded by under-fill pool~~

4% increase (\$175/mo)

Additional PCA's: 26541-50% Primary

Alternative work schedule

Budget Review: Chm 5724107

## FOR PERSONNEL OFFICE USE ONLY:

Lump Sum Due: YES/NO

If YES, amount/hours to pay: \_\_\_\_\_

First day lump sum can be paid: \_\_\_\_\_

1. Supervisor

Date

2. Division Director

Date

3. Personnel Director

Date

4. Chief Financial Officer

Date

COMMISSION ACTION  
APPROVED DENIED

MVR Check attached: \_\_\_\_\_ yes \_\_\_\_\_ no

Reference Check attached: \_\_\_\_\_ yes \_\_\_\_\_ no

Posting Number: \_\_\_\_\_

# PERSONNEL ACTION REQUEST

09/01/2006

Effective Date of Action:

NOTE: Personnel Action Requests must be received by Personnel on or before 5 days prior to the effective month in order to meet the payroll deadline.

## EMPLOYEE INFORMATION

Name: WOOTTON, TRAVIS L

Last, First Middle

SSN: [REDACTED]

Division: SM-Applications & Permits

## ACTION REQUESTED

**New Hire** complete "proposed" information

☐ New Hire:

☐ Transfer from another State Agency \*\*\* Agency No. \_\_\_\_\_

☐ Promotion

☐ Demotion

☐ Same

**Employee Change:** complete changing fields in "current" and "proposed" sections

☐ Merit Increase

☐ Promotion

☐ Demotion

☐ Reclassification

☐ Hours per week change

☐ Organization change

☐ Salary Increase

☐ Title Change

### CURRENT

00000761

2129

ENGINEERING SPECIALIST IV

90050492100

Austin

B11/

\$4,251.40

40

CRF

M

\$100.00

Position Number

Job Class Code

Job Class Title

Working Title

Organization Code

Work Location

Group/Step

Monthly Salary

Hours per week (FTE)

Employee Type

Pay Freq.

BRP

Longevity

PCA/%

### PROPOSED

**Additional Comments:** FY2007 Legislative 3% salary increase, with a minimum of \$50.00.

Additional PCA's:

Budget Review:

### Termination:

☐ Regular Termination

☐ Direct Transfer to Another State Agency

Agency: \_\_\_\_\_

Termination Reason:

Last physical day at work: \_\_\_\_\_ hrs worked: \_\_\_\_\_

### Leave Without Pay:

☐ Full month LWOP Begin

☐ Full month LWOP Return

### FOR PERSONNEL OFFICE USE ONLY:

Lump Sum Due: YES/NO

If YES, amount /hours to pay: \_\_\_\_\_

First day lump sum can be paid: \_\_\_\_\_

1. Supervisor

Date

2. Division Director

Date

3. Personnel Director

Date

4. Chief Financial Officer

Date

COMMISSION ACTION  
APPROVED DENIED

MVR Check attached: \_\_\_\_\_ yes \_\_\_\_\_ no

Eligible to drive: \_\_\_\_\_ yes \_\_\_\_\_ no

Reference Check attached: \_\_\_\_\_ yes \_\_\_\_\_ no



## PERSONNEL ACTION REQUEST

August 1, 2006

Effective Date of Action:

NOTE: Personnel Action Requests must be received by Personnel on or before 5 days prior to the effective month in order to meet the payroll deadline.

## EMPLOYEE INFORMATION

Name: Wootton Travis L. SSN: [REDACTED] RAILROAD COMMISSION OF TEXAS  
Last First M.I.Division: SM - APPLICATIONS AND PERMITS

AUG 03 2006

PERSONNEL DIVISION

## ACTION REQUESTED

## New Hire: complete "proposed" information

- ☐ New Hire  
☐ Transfer from another State Agency \*\*\* Agency No. \_\_\_\_\_  
☐ Promotion ☐ Demotion ☐ Same

## Employee Change: complete changing fields in "current" and "proposed" sections

- ☒ Merit Increase ☐ Targeted Merit  
☐ Promotion ☐ Targeted Promotion  
☐ Demotion ☐ Merit Bonus  
☐ Reclass/Title change ☐ Retention Bonus  
☐ Hours per week change  
☐ Organization change  
☐ Salary Increase  
☐ Position Number Change

## Termination:

- ☐ Regular Termination  
☐ Direct Transfer to Another State Agency  
 Agency: \_\_\_\_\_

Termination Reason:

Last physical day at work: \_\_\_\_\_ hrs worked: \_\_\_\_\_

## Leave Without Pay:

- ☐ Full month LWOP Begin  
☐ Full month LWOP Return

## CURRENT

00000761

2129

Eng. Spec. IV

900-504-921-00

Austin

B11

\$4,066.40

40.00

CRF

M

26001-50%

Position Number

Job Class Code

Job Class Title

Working Title

Organization Code

Work Location

Group/ Step

Monthly Salary

Hours per week (FTE)

Employee Type

Pay Freq.

BRP

Longevity

PCA/%

## PROPOSED

00000761

2129

Eng. Spec. IV

900-504-921-00

Austin

B11

\$4,251.40

40:00

CRF

M

26001-50%

## Additional Comments:

Additional PCA's: 26541-50%

Alternative work schedule

Budget Review: HW

## FOR PERSONNEL OFFICE USE ONLY:

Lump Sum Due: YES/NO

If YES, amount/hours to pay: \_\_\_\_\_

First day lump sum can be paid: \_\_\_\_\_

1. Supervisor

Date

2. Division Director

Date

3. Personnel Director

Date

4. Chief Financial Officer

Date

COMMISSION ACTION  
APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

MVR Check attached: \_\_\_\_\_ yes \_\_\_\_\_ no

Reference Check attached: \_\_\_\_\_ yes \_\_\_\_\_ no

Posting Number: \_\_\_\_\_

## PERSONNEL ACTION REQUEST

09/01/2005

Effective Date of Action:

NOTE: Personnel Action Requests must be received by Personnel on or before 5 days prior to the effective month in order to meet the payroll deadline.

## EMPLOYEE INFORMATION

Name: WOOTTON, TRAVIS L

Last, First Middle

SSN: [REDACTED]

Division: SM-Applications &amp; Permits

## ACTION REQUESTED

New Hire complete "proposed" information

☐ New Hire:☐ Transfer from another State Agency \*\*\* Agency No. \_\_\_\_\_☐ Promotion☐ Demotion☐ Same

Employee Change: complete changing fields in "current" and "proposed" sections

☐ Merit Increase☐ Promotion☐ Demotion☐ Reclassification☐ Hours per week change☐ Organization change☐ Salary Increase☐ Title Change

## CURRENT

00000761

2129

ENGINEERING SPECIALIST IV

90050492100

Austin

B11/

\$3,910.00

40

CRF

M

\$100.00

Position Number

Job Class Code

Job Class Title

Working Title

Organization Code

Work Location

Group/Step

Monthly Salary

Hours per week (FTE)

Employee Type

Pay Freq.

BRP

Longevity

PCA/%

## PROPOSED

\$4,066.40

## Termination:

☐ Regular Termination☐ Direct Transfer to Another State Agency

Agency: \_\_\_\_\_

Termination Reason: \_\_\_\_\_

Last physical day at work: \_\_\_\_\_ hrs worked: \_\_\_\_\_

Additional Comments: FY2006 Legislative 4% salary increase, with a minimum of \$100.00.

Additional PCA's: \_\_\_\_\_

Budget Review: \_\_\_\_\_

## Leave Without Pay:

☐ Full month LWOP Begin☐ Full month LWOP Return

## FOR PERSONNEL OFFICE USE ONLY:

Lump Sum Due: YES/NO

If YES, amount /hours to pay: \_\_\_\_\_

First day lump sum can be paid: \_\_\_\_\_

1. Supervisor

Date

2. Division Director

Date

3. Personnel Director

Date

4. Chief Financial Officer

Date

COMMISSION ACTION  
APPROVED DENIED

MVR Check attached: \_\_\_\_\_yes \_\_\_\_\_no

Eligible to drive: \_\_\_\_\_yes \_\_\_\_\_no

Reference Check attached: \_\_\_\_\_yes \_\_\_\_\_no

## PERSONNEL ACTION REQUEST

September 1, 2005  
Effective Date of Action:

NOTE: Personnel Action Requests must be received by Personnel on or before 5 days prior to the effective month in order to meet the payroll deadline

## EMPLOYEE INFORMATION

Name: Wootton Travis L. SSN: [REDACTED]  
Last First M.I.Division: SM - APPLICATIONS AND PERMITS

## ACTION REQUESTED

## New Hire: complete "proposed" information

- ☐
- New Hire
- 
- ☐
- Transfer from another State Agency \*\*\* Agency No. \_\_\_\_\_
- 
- ☐
- Promotion
- ☐
- Demotion
- ☐
- Same

## Employee Change: complete changing fields in "current" and "proposed" sections

- ☐
- Merit Increase
- ☐
- Targeted Merit
- 
- ☐
- Promotion
- ☐
- Targeted Promotion
- 
- ☐
- Demotion
- ☐
- Merit Bonus
- 
- ☒
- Reclass/Title change
- ☐
- Retention Bonus
- 
- ☐
- Hours per week change
- 
- ☐
- Organization change
- 
- ☐
- Salary Increase
- 
- ☐
- Position Number Change

## CURRENT

00000761

2129

Eng. Spec. III

Austin

B11

\$3,910.00

40:00

CRF

Regular

Position Number

Job Class Code

Job Class Title

Working Title

Organization Code

Work Location

Group/ Step

Monthly Salary

Hours per week (FTE)

Employee Type

Pay Freq.

BRP

Longevity

PCA/%

## PROPOSED

00000761

2129

Eng. Spec. IV

Austin

B11

\$3,910.00

40:00

CRF

Regular

## Additional Comments:

Additional PCA's:

Alternative work schedule

Budget Review: Kh

## FOR PERSONNEL OFFICE USE ONLY:

Lump Sum Due: YES/NO

If YES, amount/hours to pay: \_\_\_\_\_

First day lump sum can be paid: \_\_\_\_\_

## ACTION APPROVAL

1. Supervisor

Date

2. Division Director

Date

3. Personnel Director

Date

4. Chief Financial Officer

Date

COMMISSION ACTION  
APPROVED DENIED

MVR Check attached: \_\_\_\_\_ yes \_\_\_\_\_ no

Reference Check attached: \_\_\_\_\_ yes \_\_\_\_\_ no

Posting Number: \_\_\_\_\_

## PERSONNEL ACTION REQUEST

August 1, 2005  
Effective Date of Action:

NOTE: Personnel Action Requests must be received by Personnel on or before 5 days prior to the effective month in order to meet the payroll deadline.

## EMPLOYEE INFORMATION

Name: Wootton Travis L. SSN: [REDACTED]  
Last First M.I.Division: SM - APPLICATIONS AND PERMITS

## ACTION REQUESTED

## New Hire: complete "proposed" information

- ☐
- New Hire
- 
- ☐
- Transfer from another State Agency \*\*\* Agency No. \_\_\_\_\_
- 
- ☐
- Promotion
- ☐
- Demotion
- ☐
- Same

## Employee Change: complete changing fields in "current" and "proposed" sections

- ☐
- Merit Increase
- ☐
- Targeted Merit
- 
- ☐
- Promotion
- ☐
- Targeted Promotion
- 
- ☐
- Demotion
- ☒
- Merit Bonus
- 
- ☐
- Reclass/Title change
- ☐
- Retention Bonus
- 
- ☐
- Hours per week change
- 
- ☐
- Organization change
- 
- ☐
- Salary Increase
- 
- ☐
- Position Number Change

## CURRENT

00000761

2129

Eng. Spec. III

504

900-801-921-00

Austin

B11

\$3,910.00

40.00

CRF

Regular

20001-50%

Position Number

Job Class Code

Job Class Title

Working Title

Organization Code

Work Location

Group/ Step

Monthly Salary

Hours per week (FTE)

Employee Type

Pay Freq.

BRP

Longevity

PCA/%

## PROPOSED

\$1,600.00

20001-50%

## Termination:

- ☐
- Regular Termination
- 
- ☐
- Direct Transfer to Another State Agency
- 
- Agency: \_\_\_\_\_

Termination Reason:

Last physical day at work: \_\_\_\_\_ hrs worked: \_\_\_\_\_

## Additional Comments:

Additional PCA's: 20541-50% primary

Alternative work schedule

Budget Review: A. Huang

## FOR PERSONNEL OFFICE USE ONLY:

Lump Sum Due: YES/NO

If YES, amount/hours to pay: \_\_\_\_\_

First day lump sum can be paid: \_\_\_\_\_

## Leave Without Pay:

- ☐
- Full month LWOP Begin
- 
- ☐
- Full month LWOP Return

## ACTION APPROVAL

1. Supervisor

Date

2. Division Director

Date

3. Personnel Director

Date

4. Chief Financial Officer

Date

COMMISSION ACTION  
APPROVED DENIED

MVR Check attached: \_\_\_\_\_ yes \_\_\_\_\_ no

Reference Check attached: \_\_\_\_\_ yes \_\_\_\_\_ no

Posting Number: \_\_\_\_\_